

ADMINISTRATIVE LETTER # **002**

POLICY # **FB**

July 17, 1996

TO: Superintendents of Schools

FROM: Raymond H. Poulin Jr.
Acting Commissioner of Education

SUBJECT: 1996 - 1997 Lease Approval Forms

Enclosed with this letter you will find a copy of the 1996 - 1997 Lease Approval Form. Please be sure that both sides of the form are completed. A separate form should be completed for each lease. **Unit Codes will be added by department staff.**

Reminder:

1. For all NEW leases or lease purchases, please include a copy of the lease or lease-purchase agreements;
2. For all NEW leases or lease purchases of portables (even if the portables are being moved from another school system), you must certify that they are equipped with appropriate air exchange units;
3. Approval Forms must be submitted before October 15, 1996;
4. If you lease or lease purchase buildings after October 15, 1996, please contact William K. Millar, Jr., Construction/Transportation Specialist directly;
5. You will receive a copy of the signed Form after October 15, 1996.

If you have any questions concerning this matter, please contact William K. Millar, Jr. at 287-5903.

State of Maine
DEPARTMENT OF EDUCATION

REQUEST FOR LEASE APPROVAL 1996 - 1997

School Unit Code (to be filled in by DOE staff) :

Name of School Unit :

School (location of leased space) :

Type of leasing agreement :
Lease (A)
Lease/Purchase (B)
Lease # Purchase (C)
Construct (D)

Number of portables covered by lease:

Space use:

Number of classrooms:

Number of square feet:

Number of students:

Annual lease (or purchase) costs: \$

If school union, list each town's percentage for cost sharing
for 1996 - 97:

Unit Code	Name of Town	Percentage	Amount
		%	
		%	
		%	
		%	
		%	
		%	
		%	
		%	

PLEASE COMPLETE OTHER SIDE

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For more information, call RETURN BY OCTOBER 15, 1996 to

William K. Millar, Jr. Department of Education
287-5903 23 State House Station
Augusta, Maine 04333

EF-B-56 (Revised 6/93)
Term of lease:FROM TO

Lease Category:

Existing (A)

Re-Negotiated

New (C)

(B)

(Send copy of New or Re-Negotiated lease)

Lessor:

Conditions of lease:	School Unit	Lessor
Cost of electricity		
Cost of heating		

New leases must include equipment which will enable the facility to meet ASHRAE standards for air quality (15 cubic feet per minute per person). In most leased classrooms, this standard can be met by installation of an air-to-air heat exchanger with a capacity of 400 cfm.

I certify that the enclosed information is true and accurate and that the leasing arrangements described herein meet the state’s criteria for debt service subsidy.

Date	Superintendent of Schools

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APPROVAL OF LEASE AGREEMENT

The Commissioner of Education hereby approves the leasing of school facilities as set forth below:

For the period of time covered by this lease
to

Amount of lease cost approved
\$

Date	For
Commissioner	,